INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

THE FOLLOWING ITEMS ARE REQUIRED FOR REVIEW:

☐ **A completed Tree Permit Application Form**

☐ **A fee of $25 for every 5 trees** or portion thereof. We accept cash, credit, or a personal or certified check made payable to the Town of Huntington.

☐ **A Survey including the following:**

- Property boundary lines
- Location of structures on the property
- Location of proposed development or improvement to the property
- North Arrow and scale

☐ Mark the survey with an **X** in the approximate location of each tree to be removed

☐ If on a hillside, include an area sketch on topographical survey showing 2-foot contours

IF YOU ARE UNABLE TO LOCATE A SURVEY:

A color aerial of the property which clearly depicts property lines with an **X** marking the approximate location of each tree is acceptable. The aerial can be printed from the Town's website or printed in the Planning Department for an additional fee of $1.00.

OR

IF THE TREE IS DETERMINED TO BE DEAD, DYING OR HAZARDOUS BY AN INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) CERTIFIED ARBORIST, NO FEE WILL BE REQUIRED WITH THE SUBMISSION OF:

☐ A letter from the ISA certified arborist stating that the tree(s) to be removed is/are dead, dying or hazardous; and

☐ Photographs taken by the ISA certified arborist clearly showing that the tree(s) is/are dead, dying or hazardous

Notes:

➢ Please wrap each tree with flagging tape so that the inspector will be able to easily locate all trees proposed for removal.

➢ Additional information may be required after inspection of property.

➢ Approved Tree Permit is valid for 1 year from date of issue. All work must be completed within such time.

➢ The fee shall be three times (3x) the amount if removal, destruction or alteration of any trees/woodland has commenced or completed before a permit is issued.

➢ Submitted documents become a permanent part of Planning Department records and cannot be returned.